

Blackboard's Grade center can be an important communication tool for professors.

As grades are entered into your Blackboard Grade center, students' "My grades" areas are updated as well.

By providing a centralized location for students to access their grades, Blackboard helps students monitor their progress throughout the semester.

This can enable professors and students to circumvent grading errors, note missing work, and communicate more productively about course matters.

Grade columns in your Grade Center are automatically created when assignments, quizzes, or other online assessments are given points possible.

But grade columns can also be created individually within the Grade Center.

You may want to create these columns for assignments students turn in during class, in-class exams, attendance points, or class participation.

To create a basic column in your Grade Center, click on "Create Column."

Here you will name your column, determine how you would like the column to be displayed, describe the column if needed, and designate how many points the column will be worth.

Grade Center requires each column to have a number entered into the Points Possible area but a bonus column can be created by making a column worth "0" yet adding points to the column as students earn them.

When you have finished editing your new column, click Submit.

The column will appear in your Grade Center.

You can enter or edit grades by typing them directly into these cells.

When you create online assessments through Blackboard the system will create a corresponding column within your Grade Center.

You will access students' work through these columns.

Submissions that need grading will be designated by a green exclamation point.

To view a submission click the chevron and select the current attempt or grade details.

This page will show the student's submission, the link to any attachments they included, and any comments they may have made.

Professors can grade the submission here and include any comments for the student concerning the assignment.

When you're done grading click "Save and Exit" or "Save and Next."

Every Grade Center begins with a Total column.

It is important to check throughout the semester to make sure this column is totaling the columns you would like to be included in your final grade.

You can do this by clicking the chevron at the top of the column and selecting Edit Column Information.

By default this column will include All Grade Columns.

If you are not altering your Grade Center to a great extent this default will work perfectly for you.

The grade center used in this example has many hidden columns that are not meant to be included in the final grade so we need to use only Selected Columns and Categories.

I want to add the Bonus column we just created to our total points so I will select it from the box on the left and move it to the right.

I can remove any column from the Total by clicking the red "X" next to its name.

By default Blackboard calculates this column as a Running Total.

We recommend changing this to “No” as a Running Total will not include columns that have no grades entered which could misrepresent the current grade to professors and students alike.

When you are done editing, click Submit.

We encourage you to use Blackboard’s Grade Center, try creating Assignments, and uploading Powerpoints and documents for your students.

Even placing one document online helps create a greener University and can save you valuable class time.

Blackboard Support is here to answer any of your Blackboard questions and help you create the most beneficial course for you.